Memorandum

Date:

November 4, 2009

To:

Redwood City Area

Attention: Captain G. T. Hammond

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Assistant Commissioner, Inspector General

File No.:

005.9968.11626.010

Subject:

2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspection Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 10, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 946 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total sample size of 57.99 items. Each OPI inventory list was stratified (c) and the results rounded up to the next whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	423	44.71%	25.93	26
Telecommunications	307	32.45%	18.82	19
Fleet	37	3.91%	2.27	3
Weapons	179	18.92%	10.97	11
Total	946			59

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 53 of the 59 items were located. One item listed on the predetermined property list was transferred via a CHP 266, Credit Memo – Equipment form. Another item on the predetermined property list was transferred using a CHP 331, Radio Extender Adjustment

Redwood City Area Page 2 November 4, 2009

Record form. Three missing items were added to the Area's inventory since the last annual inventory. One weapon was transferred to another Area on July 1, 2009, but the transfer was made to the weapon inventory by the Weapons Control Unit during the inspection. Two items were located on the OPI inventory list and at the command; however, these items (PAS device and hand held radio) need property number decals be attached to them. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 47 of the 48 items reconciled. One item, a weapon, was located and listed as being at another command (the officer retired in July of 2009). The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by February 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

M. C. A. SANDAGO

Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field Redwood City Area Fiscal Management Section Telecommunications Section Office of the Academy Office of Inspections, Audits Unit

ATTACHMENT A

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT

Redwood City Area (330) September 10, 2009

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Laptop	143255				X		CHP 266, 6-13-08, to 041
PAS device	XRR0440			х			No decal for #XRR0440
Hand-held radio	R65863			X			Needs new decal
Hand-held radio	R66195	х					Missing since '02, added back onto inventory
Hand-held radio	R69505				X		CHP 331, 5-26-09, to 540
Answering machine	R75513	х					Missing since '03, added back onto inventory
Control head-Mobile	R80459	X					Missing since '04, added back onto inventory
					x		Off.Barlow, 7-1-09, to 145, cleared by Joan at Weapons Control Unit 9-10-09
			х				Add-on, retired Off. Yee's gun, shows G.G. Division, return to Weapons Control Unit per Joan

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT Redwood City Area (330)

4	ASSET#	DESCRIPTION	SERIAL NUMBER	Y	N	A	Т	C	NOTES
Prop	erty inspec	tion list to equipment	* · · · · · · · · · · · · · · · · · · ·						
1	110592	RADAR TRAFFIC MOUNTED	040504	x					
2	113232	RECORDER PLAYER CASSETTE	464576	x					
3	115396	RADAR UNIT	042847	X					
4	115615	RADAR, VEHICLE	043522	х					
5	130050	PRINTER	CNBX237756	х					
6	134001	FAX MACHINE	460Z98M4J177422	x					
7	143255	LAPTOP	0036126385				X		CHP 266, 6-13-08, to 041
8	145096	COMPUTER	2UA6241LZG	Х					
9	149801	PRINTER LASERJET	CNRXS04441	X					
10	150720	BINOCULAR INFRARED NIGHT	072794	Х					
11	151878	CAMERA	CN66N7310Y	Χ					
12	152436	COMPUTER	MXL7300V9Z	X					
13	152438	COMPUTER	MXL7300VNC	X					
14	152455	COMPUTER	MXL7300VT3	X					
15	153191	BREATH ANALYZER SYSTEM PAS DEVICE	90102831-82	X					
16	153706	HANDHELD GPS	118245635	X					
17	156586	LAPTOP	0039354294	Х					
18	156822	LAPTOP	0039338251	X					
19	157042	LAPTOP	0039354079	x	<u> </u>				
20	158330	TELEVISION / DVD / VCR COMBO UNIT	H6AA43030R	x					
21	159076	LIDAR SPEED ENFORCEMENT SYSTEM	TS000634	X					
22	159077	LIDAR SPEED ENFORCEMENT SYSTEM	TS000632	X			1		
23	74593	CAMERA 35MM OM 10 LENS NO 3632565	1778244	X	-				
24	86494	CAMERA SURSHOT	3436866	X				Ť	

CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT Redwood City Area (330)

	ASSET #	DESCRIPTION	SERIAL NUMBER	Y	N	A	Т	C	NOTES
25	94767	SCALES ELECTRONIC	1310	X					
26	XRR0440	PAS DEVICE	18285	X				Х	No decal for #XRR0440
Εqι	lipment to in	iventory list		ļ					
1	101656	TV/VCR COMBO	522641	Х					
2	106560	PRINTER	USMC016320	X					
3	119795	MOBILE VIDEO RECORDER SYSTEM	D1KN02262	X					
4	119796	MOBILE VIDEO RECORDER SYSTEM	D1KN02238	Х					
5	121807	PRINTER	USBB365028	X					
6	123056	SCANNER	TW0CD21156	Х					
7	127921	PRINTER	JPBTM01690	Х					
8	135772	COMPUTER	2UA4450CC8	X					
9	138977	COPIER	56000223	Х					
10	139829	PRINTER	CNDXJ08969	X					
11	141972	COMPUTER	2UB54308MB	X					
12	141994	COMPUTER	2UB54308LD	X					
13	142352	DVD PLAYER	170K1224	X					
14	143452	COMPUTER	2UB54603J1	X					
15	145865	SWITCH	FOC1027Z9JC	X					
16	145882	SWITCH	FOC1026X1RA	X					
17	152446	COMPUTER	MXL7300VKW	Χ					
18	153703	HANDHELD GPS	118245629	Χ_					
19	164471	Uniterruptable Power Sour	AS0820232114	X				-	
20	164474	Uniterruptable Power Sour	AS0820131692	X					

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL 2009 TELECOMMUNICATIONS PROPERTY RECORD INSPECTION REPORT Redwood City Area (330)

	ASSET #	DESCRIPTION			SERIAL#	Y	N	A	Т	С	NOTES
rol	perty inspect	ion list to equipment	•							-	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
1	F1893	Transfer Switch		ONAN	I850778732	х					
2	R41585	Mobile Radio	1270939	G E	9540433	Х					
3	R42460	Mobile Radio	1270833	GE	9541300	X					
4	R44828	Mobile Repeater	1270713	GE	7610475	X					
5	R47105	Mobile Repeater	1288862	GE		X					
6	R53524	Portable Radio		MOTOROLA	174TUJ0028	х					
7	R64205	Hand-Held Radio	18565	MOTOROLA	402AWY1557	х					
8	R65371	Hand-Held Radio	17991	MOTOROLA	402AWY7036	х					
9	R65863	Hand-Held Radio	11931	MOTOROLA	402AWY9453	X				х	Needs new decal
10	R66195	Hand-Held Radio	UnknPer02	MOTOROLA	402AWYB091		X				Missing since '02, added back onto last inventory
11	R69505	Hand-Held Radio	15891	MOTOROLA	402AXE8826				x		CHP 331, 5-26-09, to 540
12	R70242	Battery Charger - Radio		MOTOROLA		x					
13	R70717	Battery Charger - Radio		MOTOROLA		X					
14	R74524	Scanner	1270622	UNIDEN	75002222	X					
15	R75513	Answering Machine	UnknPer03	ATT	N/A		Х				Missing since '03, added back onto last inventory
16	R79808	Scanner	1240141	UNIDEN	95000655	X					La Contraction of the Contractio
17	R80459	Control Head - Mobile	UnknPer04	GENERAL ELECT	TRIC		X				Missing since '04, added back onto last inventory
18	R86589	Control Head - Motorcycle	M9149	GE		Х					
19	R98448	Control Head - Motorcycle		GE		X					

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL 2009 TELECOMMUNICATIONS PROPERTY RECORD INSPECTION REPORT Redwood City Area (330)

	ASSET #	DESCRIPTION			SERIAL#	Y	N	A	T	С	NOTES
Eaui	pment to in	ventory list									
•	R38012	Public Address Amplifier		BOGEN		x					
2	R45527	Mobile Repeater	1270939	GE	7628886	x					
3	R66194	Hand-Held Radio	15891	MOTOROLA	402AWY9644	Х					
4	R66206	Hand-Held Radio	16324	MOTOROLA	402AWYA834	X					
5	R68517	Hand-Held Radio	19047	MOTOROLA	402AXE8352	X					
6	R70009	Base Station - rack type		ERICSSON	1591178	X					
7	R70707	Battery Charger - Radio		MOTOROLA		X					
8	R70708	Battery Charger - Radio		MOTOROLA		Х					
9	R70709	Battery Charger - Radio		MOTOROLA		X					
10	R73751	Fixed Receiver - rack type		GE	1580205	X					
11	R73752	Fixed Receiver - rack type		GE	1590295	X					

ATTACHMENT D

ATTACHMENT D

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August 4, 2009

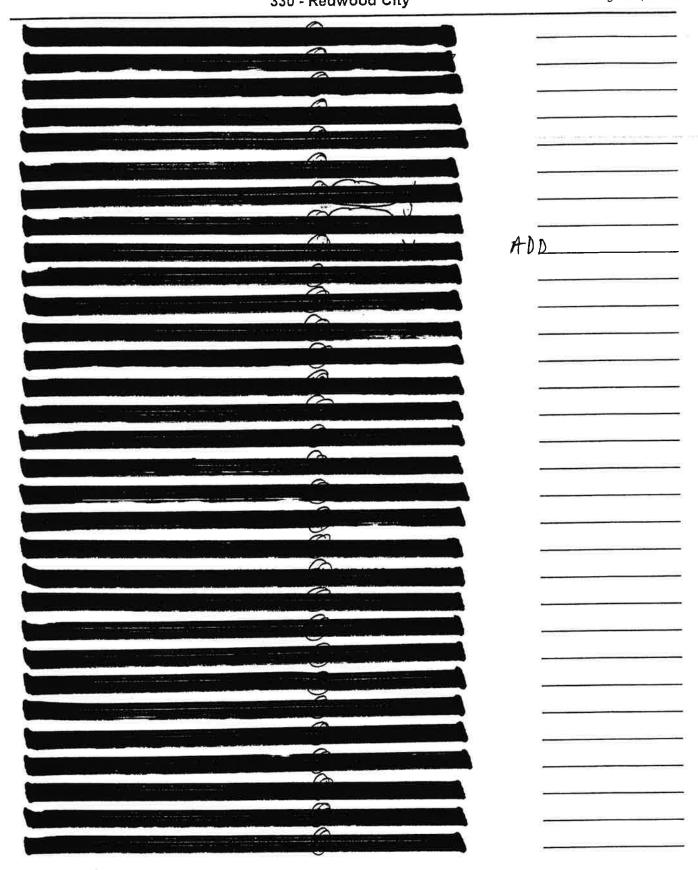
Officer Issued Weapons				
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August 4, 2009



PAGE 3 OF 8August 4, 2009

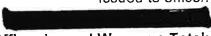


Department of California Highway Patrol Complete Area Inventory

330 - Redwood City

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August 4, 2009

Issued to officer:

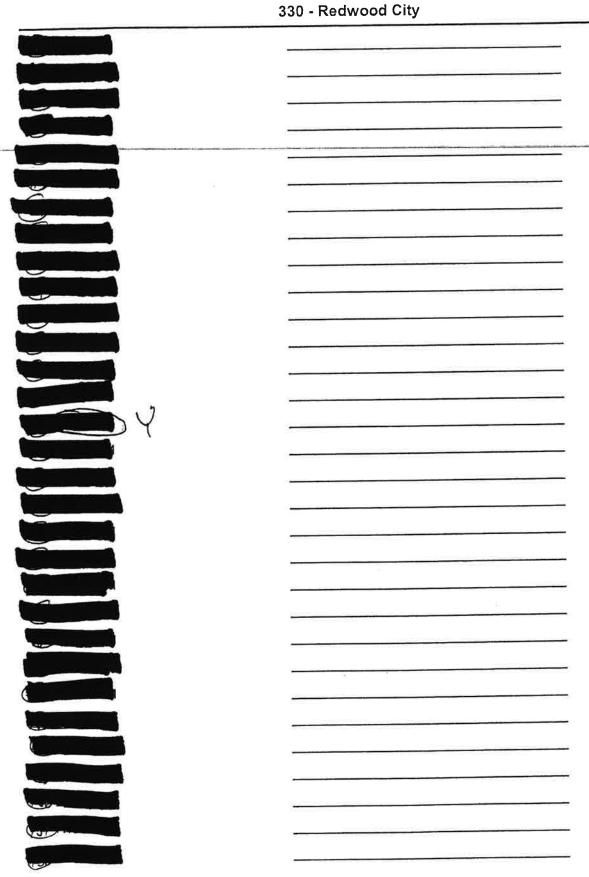




Officer Issued Weapons Total: Area Issued Weapons Control# Comments Ser# MOD ON Issued to Area/Division Control# Ser# Comments

Department of California Highway Patrol Complete Area Inventory

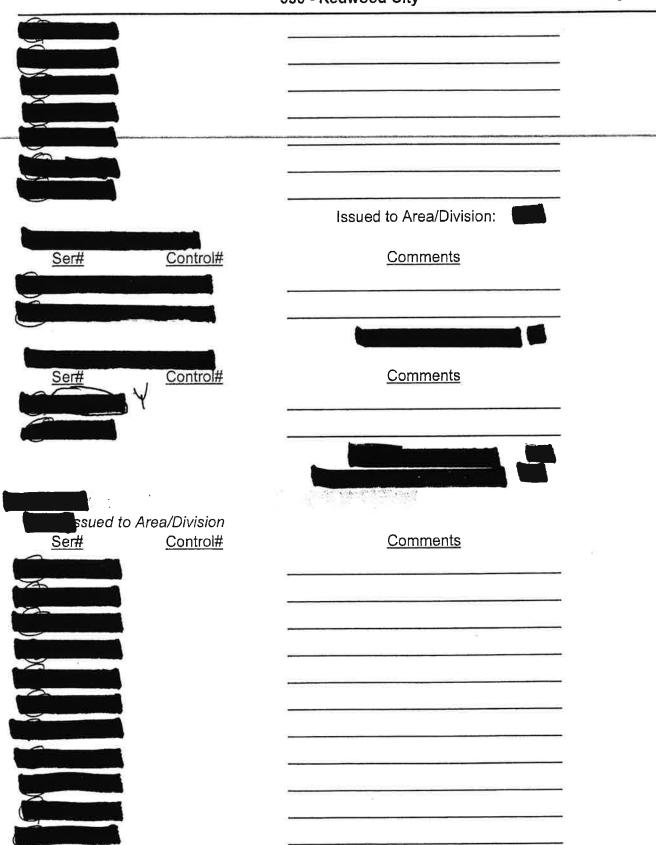
PAGE 5 of 8 August 4, 2009



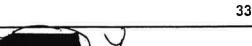
Department of California Highway Patrol Complete Area Inventory

Complete Area Inventory
330 - Redwood City

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August 4, 2009



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PAGE 8 of 8 August 4, 2009

Area Grand Total:



ATTACHMENT E

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330 R1100RT	M8692 29	E83A84 Y	ENFORCEMENT MOTORCYCLE	2001	вми д	5M
330 R1150RT	M8862 30	E87A05 Y	ENFORCEMENT MOTORCYCLE	2002	BMW A	SM
330 R1150RT	м9149 3 Г	E89A92	ENFORCEMENT MOTORCYCLE	2004	BMW	
330 R1150RT	м9437 3 L	E95A30	ENFORCEMENT MOTORCYCLE	2004	BMW	
330 R1200RT	м9485 33	95 A8 2	ENFORCEMENT MOTORCYCLE	2008	BMW	
330 R1200RT	м9551 ЭЧ	E96A97	ENFORCEMENT MOTORCYCLE	2009	BMW	
331 R_ RT	M9647 35	3000454	ENFORCEMENT MOTORCYCLE	2009	BMW AS	5/4
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ATTACHMENT E

ACTIVE EQUIPMENT INVENTORY BY LOCATION (PAR: EQUIP INVENT BY LOC)

08/11/2009

REDUCOD CITY (330)
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				/ -	tel Pilots
M D D	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE ATTACHMENT E
30 CRNVIC	1239769	1239769	ENFORCEMENT SEDAN	2006	FOR 5
330 CRNVIC	1239844 2	1239844	ENFORCEMENT SEDAN	2006	FOR
13.0CRNVIC	1239852 3	1239852	ENFORCEMENT_SEDAN-	2006	FOR
130 CRNVIC	1240027 4	1240027	ENFORCEMENT SEDAN	2006	FOR
130 CRNVIC	1240141 5	1240141	ENFORCEMENT SEDAN	2007	FOR +SCANNO
130 CRNVIC	1248201 6	1248201	ENFORCEMENT SEDAN	2007	FOR
30 CRNVIC	1248331 7	1248331	ENFORCEMENT SEDAN	2009	FOR
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30 CRNVIC	1248629 9	1248629	ENFORCEMENT SEDAN	2009	FOR
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30 CRNVIC	1249933 //	1249933	PRIMARY COLLISION FACTOR	2007	FOR ASM
30 CRNVIC	1270368 /	1270368	ENFORCEMENT SEDAN	2008	FOR
30 CRNVIC	1270403 /3	1270403 🗸	ENFORCEMENT SEDAN	2008	FOR /Z
30 CRNVIC	1270493 /	1270493	ENFORCEMENT SEDAN	2008	FOR ASM
30 CRNVIC	1270543 /5	1270543	ENFORCEMENT SEDAN	2008	for 4
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30 CRNVIC	1270626 17	1270626	ENFORCEMENT SEDAN	2008	for 3
30 CRNVIC	1270713 /	1270713	ENFORCEMENT SEDAN	2008	FOR 6
30 CRNVIC	1270826 19	1270826	ENFORCEMENT SEDAN	2008	FOR
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OF CALIFORNIA HIGHTAN PATROL

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Destroy Previous Editions
Submit Query

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4260 ED III

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL DATE RADIO EXTENDER ADJUSTMENT RECORD 05/26/2009 'P 331 (Rev. 4-06) OPI 047 LOCATION CODE FROM (COMMAND) 330 Redwood City Telecommunications Section PERSON CONDUCTING INVENTORY TELEPHONE NUMBER DATE PHYSICAL INVENTORY PERFORMED ✓ Public ☐ CALNET (650) 369-6261 SP Kevin # 15569 05/22/2009 Report complete all - all items located Make changes listed below T = TRANSFER D = DELETION A = ADDITION C = CORRECTION to PRINTOUT (Check Box in Appropriate Area) TO LOC. CODE EMPLOYEE I.D. SERIAL NUMBER C D A T CHP TAG NUMBER R61522 402AWUG062 010113 402AWY7539 R65700. 012679 011808 R62566 402A WW6087 018628 402AWY9225 R66332 019356 R67016 402AXA3574 250 402AWW5170 017796 R62577 402AWY9650 017776 305 R66193 1 018171 R66192 402AWY9651 018798 R66542 402AWYB061 0471 266 402AWW 5857 R62163 402AWY1146 013836 R63546 402AWW4974 013972 R63017 018890 402AWYA990 R66225 OPPAYCASOL 1266281 402 AXE 8826 540 402 AXA 4440 × 13 1269556 X 402 AXE 7571 21 COMMANDER'S SIGNATURE